



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SENIOR YOUTH PAROLE COUNSELOR	38*	B	12.624
YOUTH PAROLE COUNSELOR II	37*	B	12.623
YOUTH PAROLE COUNSELOR I	33*	B	12.626

SERIES CONCEPT

Youth Parole Counselors provide supervision, enforce parole agreements and stipulations, determine appropriate placement, counseling, educational goals, and work programs of assigned youth; work directly with foster homes, rehabilitation and counseling programs, schools, the juvenile justice system, local law enforcement agencies and families in developing an appropriate parole and treatment program.

Meet with juvenile institution staff, youth, juvenile judges, counselors, families and placement centers to develop parole and treatment plans, goals and objectives; monitor activities of youth while institutionalized and discuss parole plans prior to release.

Act as a liaison with a variety of community agencies including schools, counseling and treatment centers, juvenile justice system, State and county welfare, and foster homes to coordinate the treatment, counseling and supervision needs of youth.

Monitor progress reports and compile data from institution, foster home, school, work, treatment programs and direct observation; prepare file notes, required forms and reports to reflect ward's progress or violation of stipulated agreements, program rules and regulations and take appropriate action; recommend parole plan modification and submit to supervisor for review.

Meet with assigned youth on a scheduled basis and conduct unscheduled visits at home, at work, or in school; discuss parole and treatment goals and accomplishments; correct inappropriate behavior or violations; recommend and assist youth in developing objectives to meet parole requirements.

Provide guidance and counsel youth and family regarding rules, appropriate behavior, program opportunities, personal or family problems, emergency situations and medical or psychological needs; make appropriate referrals and encourage behavior modification; chronologically document information received from youth, family, referral services, and State agencies and develop required reports.

Perform enforcement activities regarding parole violations; assist local law enforcement and State agencies; locate, apprehend, transfer, arrest, book and detain youth; appear in court with child when adjudicated and prepare necessary paperwork such as petitions, judge orders, and revocations.

Appear as an officer of the court at court hearings, set court dates and coordinate with parents and District Attorneys; ensure compliance with court orders including counseling, restitution, community service, and special placement; prepare various court documents and reports including Parole Agreements, Violation Reports, Review Hearing Reports, social histories, dispositional reports, certification reports and termination reports; provide recommendations to court regarding detention, alternative placement, termination and revocation of parole.

* Reflects a 1-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.

SENIOR YOUTH PAROLE COUNSELOR	38	B	12.624
YOUTH PAROLE COUNSELOR II	37	B	12.623
YOUTH PAROLE COUNSELOR I	33	B	12.626

Page 2 of 5

SERIES CONCEPT (cont'd)

Arrange for substance abuse counseling, mental health evaluations, residential placement and/or outpatient treatment; routinely administer urinalysis tests to verify compliance with parole agreements; provide recommendations to supervisor for review.

Investigate and make placement decisions regarding interstate compact of juvenile from other states; visit family or relatives and conduct home survey; recommend approval or denial of granting residency in the State.

Perform related duties as assigned.

CLASS CONCEPTS

Senior Youth Parole Counselor: Incumbents perform the full range of duties described in the series concept and are distinguished from the Youth Parole Counselor II based on independence of assignment and decision making in a rural office; variety and complexity of assignments performed. Investigate and develop new programs and services regarding needs, availability and funding; serve as a team leader by assisting Youth Parole Counselor I and II's in the performance of their duties, providing training and conducting case reviews; act as a liaison with other State agencies, local enforcement, school districts, mental health agencies, and foster homes to aid in program development, increase public awareness and promote community relations.

Youth Parole Counselor II: Under general supervision of the District Supervisor, incumbents perform the full range of duties outlined in the series concept. This is the journey level in the series.

Youth Parole Counselor I: Under the direct supervision of the District Supervisor, incumbents receive training in performing all or part of the duties outlined in the series concept. This is the entry level in the series and provides for progression to the Youth Parole Counselor II upon satisfactory completion of the probationary period, meeting the minimum requirements and with the recommendation of the hiring authority.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this series must first submit to a pre-employment screening test for controlled substances.
- * Applicants must meet current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * Board of Examiners for Alcohol and Drug Abuse Counselors certification will be required within six months of the time of appointment.

SENIOR YOUTH PAROLE COUNSELOR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in criminal justice, psychology, social work or closely related field and three years of experience conducting casework services, making program eligibility determinations, preparing detailed

SENIOR YOUTH PAROLE COUNSELOR	38	B	12.624
YOUTH PAROLE COUNSELOR II	37	B	12.623
YOUTH PAROLE COUNSELOR I	33	B	12.626

Page 3 of 5

MINIMUM QUALIFICATIONS (cont'd)

SENIOR YOUTH PAROLE COUNSELOR (cont'd)

EDUCATION AND EXPERIENCE (cont'd)

reports, dealing with law enforcement agencies, the juvenile justice system, foster homes, and related State agencies regarding the preparation of parole agreements, placement, program development, obtaining services and the legal process of assigned youth; **OR** graduation from high school or equivalent (GED) and five years of experience as described above; **OR** two years as a Youth Parole Counselor II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: investigative and interviewing techniques; casework methods and procedures; psychological terminology and testing methods to interpret diagnosis; court documents and parole agreements. **Ability to:** analyze problems, situations, practices and procedures to identify relevant concerns or factors to formulate logical and objective conclusions; react appropriately to emergency situations that may affect the safety and security of assigned youth, staff members and the community; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: local resources available to implement specialized treatment programs and parole plans; interstate compact policy and procedure; the judicial process as it relates to the adjudication of juvenile offenders; the Youth Parole Bureau's policies and procedures; federal and State laws pertaining to the supervision and treatment of assigned youth; where to go within the organization for needed information. **Ability to:** independently conduct supervision of assigned youth; work on a variety of assignments with minimal supervision; prioritize assignments with changing workloads and deadlines; recognize emergency or dangerous situations and take appropriate action; gain the confidence of others, reason persuasively and take corrective action; assist in the development of Bureau goals, objectives, operating policy and procedure.

YOUTH PAROLE COUNSELOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in criminal justice, psychology, social work or closely related field and one year of experience conducting casework services, making program eligibility determinations, preparing detailed reports, dealing with law enforcement agencies, the juvenile justice system, foster homes, and related State agencies regarding the preparation of parole agreements, placement, program development, obtaining services and the legal process of assigned youth; **OR** graduation from high school or equivalent (GED) and three years as described above; **OR** one year as a Youth Parole Counselor I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: counseling techniques related to juvenile offenders; the treatment team concept; specific security techniques involving the supervision of youth; the basic principles of psychology to adequately address and react appropriately to individual needs or problems of youth. **Ability to:** maintain a professional demeanor in the face of resistance, indifference or hostility; establish and maintain cooperative working relationships with staff, outside agencies, parents and the general public; adjust priorities quickly as dictated by circumstances; *and all knowledge, skills and abilities required at the lower level.*

SENIOR YOUTH PAROLE COUNSELOR	38	B	12.624
YOUTH PAROLE COUNSELOR II	37	B	12.623
YOUTH PAROLE COUNSELOR I	33	B	12.626

Page 4 of 5

MINIMUM QUALIFICATIONS (cont'd)

YOUTH PAROLE COUNSELOR II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: casework principles and practices; crisis intervention techniques; the laws of arrest and the use of force; the functions of various law enforcement and human resources agencies; courtroom procedure; various judicial jurisdictions including Indian colonies and reservations; detention criteria.

Ability to: write various reports or legal documents required by the court, community resource agencies, institutions, schools and diagnostic services; work as part of a team; interact with both institutional and parole staff, parents, law enforcement agencies, schools and other State agencies; systematically arrange youth into risk needs categories; provide adequate supervision services.

YOUTH PAROLE COUNSELOR I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in criminal justice, psychology, social work or closely related field; **OR** graduation from high school or equivalent (GED) and two years of experience conducting casework services, making program eligibility determinations, preparing detailed reports, dealing with law enforcement agencies, the juvenile justice system, foster homes, and related State agencies regarding the preparation of parole agreements, placement, program development, obtaining services and the legal process of assigned youth; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: investigative techniques; interviewing techniques; general law enforcement principles and practices. **Ability to:** write concise, logical, grammatically correct reports; speak on a one-to-one basis using appropriate vocabulary and grammar; record information quickly and accurately; read and interpret status and Bureau policy and procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: casework principles; criminal and administrative law and due process as applied to juvenile offenders; cultural and ethnic differences as applied to program placement of youth; the Bureau's policy and procedures regarding classification and parole planning. **Basic knowledge of:** the causes of deviant emotional or psychological behavior. **Ability to:** apply casework principles in the supervision of youth; work and communicate with juvenile offenders with various social, cultural, economic and educational backgrounds; interpret and evaluate case histories and criminal records; maintain a professional demeanor in the face of resistance, indifference or hostility; monitor and evaluate program activities and progress.

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38	B	12.624
37	B	12.623
33	B	12.626

Page 5 of 5

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>12.624</u>	<u>12.623</u>	<u>12.626</u>
ESTABLISHED:	9/27/84	3/1/62	9/1/63
REVISED:	12/18/85-12	12/1/68	12/1/68
REVISED:		10/13/78-3	10/13/78-3
REVISED:		12/19/85-12	12/19-85-12
REVISED:	8/6/87-3	8/6/87-3	8/6/87
REVISED:	7/1/91P	7/1/91P	7/1/91P
	10/19/90PC	10/19/90PC	10/19/90PC
REVISED:	11/15/91PC	11/15/91PC	11/15/91PC
REVISED:			10/7/94UC
REVISED:	7/1/97LG	7/1/97LG	7/1/97LG
REVISED:	3/29/01UC	3/29/01UC	3/29/01UC
REVISED:	7/1/01LG	7/1/01LG	7/1/01LG